

Annual Permitting Report Requirements

If you are issued a permit to work with threatened and endangered species, you must submit an annual report to fulfill your permitting requirements. The annual report is due thirty days prior to expiration of the permit. If an annual report is not submitted, you will not be eligible for a permit renewal or issuance of another permit to work with threatened or endangered species. Final reports can be submitted via mail or electronically, but must include a cover letter identifying the purpose of the submittal.

Annual reports should contain at minimum, information pertaining to the following elements:

1. Cover Letter

- Project Title
- Submittal Date
- Permittee Name
- Permit #
- Permittee Contact Information
- Dates of Permit

2. Background of Permit

- Background of project and why you are working with T&E species
 - i. People involved
 - ii. Start and finish date
 - iii. Explanation of how project contributed to conservation of the species
- List of species and number of plants
 - i. Inventory of plants/plant parts collected
 - ii. Inventory of plants/plant part (# of each species) in possession
- Identification of activities performed on individual species
- Identification of activities that each person, listed on the permit, completed

3. Project Information

- Project objectives
- List of project cooperators
- Map of where activities were performed (GPS Locations if available)
- Methods of project
 - i. Research, collection, or outplanting methods
- Results
 - i. Summary of what you found
- Monitoring
 - i. Procedures used to evaluate conservation success
- Species summary
 - i. Description of how the plants are performing or growing

In addition to the minimum information stated above, we would like to have the following information included as well, if available.

- Current threats to the species (island wide & site specific)
- Photos of specific species
- Specific dates for each activity performed
- Were project objectives achieved?
- Improvements that need to be made to the project
- Future interests if any

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